

## MAC Clinical Research

### JOB DESCRIPTION

**NAME:**

**JOB TITLE:** *Biomedical Scientist*

**REPORTS TO:** *Clinical Pathology Services Manager*

**FOCUS OF THE JOB:** *Ensure laboratory is meeting highest quality standards. Perform general technical assignments and testing in the section in accordance with current procedures and quality standards, under the supervision of the laboratory management, ensuring that turnaround times agreed in each contract are met. Yo deputise for senior laboratory staff in their absence.*

**KEY SKILLS, KNOWLEDGE AND QUALIFICATIONS REQUIRED:**

*Honours Degree in Biomedical Science or equivalent which would allow individual to be eligible for Associate Membership of the Institute of Biomedical Science  
Biomedical Scientist HCPC registration  
Knowledge of clinical testing procedures and applicable laboratory testing regulations*

**RESPONSIBILITIES (including staff):**

**LABORATORY**

- Process samples and issue reports in accordance with written procedures. These should be processed within agreed turnaround times.
- Enter, review and validate information in the LIMS, such as test and quality control results and comments.
- Authorise release of result following the review of the internal quality control results run for that sample.
- Maintain calibrate and validate the instruments/assays assigned to the section according to written laboratory procedures.
- Carry out specific tasks relevant to the general running of the laboratory as assigned by the Clinical Pathology Services Manager.
- Be responsible for specified areas of work as agreed with senior managers from time to time.
- Order reagents as required in the section as approved by Clinical Pathology Services Manager.
- Contact engineers to arrange for the service of the instruments of their responsibility as required under the direction of Clinical Pathology Services Manager.
- Assist in the evaluation and validation of new procedures and equipment.

- Assist in training of new personnel as required and provide continuing education to staff on new procedures and methodologies.

## **QUALITY**

- Responsible for the quality and timelines of technical procedures, as well as their compliance with applicable company and regulatory standards.
- Assist in development of SOPs, quality documents and working procedures for all laboratory functions.
- Ensure that the highest standards of quality and customer service are maintained.
- Adhere to written internal and external quality control procedures in order to ensure the quality of the results.
- Evaluate means and standard deviations for quality control materials and maintain corrective action logs as appropriate.
- Carry out specific tasks relevant to the quality assurance efforts of the laboratory under the direction of the Quality Manager.
- Ensure continued accreditation with UKAS.

## **COMMERCIAL**

- Interact with internal and external clients.

## **GENERAL**

- Manage work in accordance with established timelines, budget, quality standards and contractual requirements.
- Compliance with MAC health and Safety policy
- Compliance with MAC policy on equality and diversity
- To maintain professional qualifications required for the role, including continuous personal development
- To work to the requirements of SI 2004 no 1031 and amendments thereof, which includes Good Clinical Practice
- To work according to MAC SOPs, guidelines and policies
- To work according to current data protection standards and practice good information management. Maintenance of strict confidentiality of patient and business related data.
- To maintain a high level of initiative and personal responsibility, liaising appropriately with team members and managers to ensure your job role is efficiently carried out
- To support the aims of MAC and to represent MAC appropriately in a professional way to all our customers

## **PHYSICAL, WORK ENVIRONMENT, TRAVEL DEMANDS:**

- Flexible working practices (shifts) as required
- Potentially long periods standing.
- Dealing with bodily fluids.

- Long periods looking at a computer screen.
- Meeting deadlines and working within strict timelines.
- Ability to travel if required.

***LIMITATIONS AND DISCLAIMER***

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

Employees signature..... Date.....

Head of Department signature..... Date.....